MEMO TO: Sharron LaFollette, Chair
Graduate Council
William Abler, Chair
Human Development Counseling

FROM: Denise K Sommers; Ann McCaughan; Kay Young McChesney
CEHS Curriculum Committee

REGARDING: HDC Program Review

DATE: September 10, 2012

On Thursday, April 5, 2012, the CEHS Curriculum Committee met to discuss the
program review completed by the Department of Human Development Counseling. Dr.
Abler attended this meeting to address questions from CEHS Curriculum Committee
members. Program changes were required to address changes in CACREP standards.
The Committee reviewed, discussed, and approved HDC’s Program Review.

This document serves to replace the memorandum that should have been provided by
the CEHS Curriculum Chair who has since retired. A copy of the meeting minutes is
attached for further clarification.

It is the recommendation of the CEHS Curriculum Committee that the UIS Graduate
Council approve HDC’s Program Review document.
College of Education and Human Services

Curriculum Committee Meeting

Thursday, April 5, 2012

10:30-12:00

BRK 325

Minutes

Committee Members Present: Jim Ermatinger, Allan Cook, Ann McCaughan, Kay McChesney, Candy Powers, Natalie Taylor, Kelly Walraven

Guests Present: Carolyn Peck, Bill Abler, Holly Thompson

Absent: Denise Sommers

I. Welcome Call Meeting to Order

Dr. Allan Cook called the meeting to order at 10:34 am, and then asked for any old business. None was offered.

II. New Business

A. HMS Course Change

Carolyn Peck provided an explanation of the proposed changes involving the courses HMS 567 and 569, Family Dynamics and Intervention. In the past, HMS students enrolled in both courses to earn a total of 4 credit hours. HMS 567 is a 3-credit hour course and HMS 569 is a 1-credit hour lab. The purpose of the split was to fulfill the 3-credit hour requirement for HDC students. Now that HDC is offering a Family Dynamics course of their own, the split is no longer needed. HMS proposes to drop the 1-credit hour lab and change HMS 567 from three to four credit hours.

Dean Ermatinger asked if a syllabus needs to accompany the change form. Carolyn replied that she didn’t think so, but would confirm with Leslie DeFrates.

Kay McChesney made a motion to accept both of the HMS course changes.

Ann McCaughan seconded the motion.
The motion carried with none opposed.

Carolyn left the meeting after the motion passed.

**B. HDC Program Review**

Bill Abler presented the HDC Program Review document and explained the process of writing it. Bill explained that the document contains information on the path of the HDC program and where the program is today. The review also outlines the CACREP requirements and the proposal of changing HDC to a 61-credit hour program.

Bill provided an explanation of a question previously submitted by Denise Sommers, who was absent. Denise asked for clarification on the reconfiguring process. Bill explained that HDC 502 (Listening Skills), 504 (Theories of Counseling I), 507 (Theories of Counseling II) and 508 (Influencing Skills) were all 8-week, 2-credit hour courses. These courses have now been reconfigured into two 4-credit hour courses (HDC 511 & 512), which are both 16-week courses. The change was initiated to reduce confusion for students, faculty and staff.

Holly asked when the change occurred. Bill answered that it was approximately 2003.

Allan asked for any further discussion or questions.

Dean Ermatinger explained that the program review will go before the graduate counsel. The EHS Curriculum Committee and Dean Ermatinger will both write memos of understanding before appearing before the grad counsel. The program review will then go before the Campus Senate with a memo of understanding written by the Provost. The program review will likely be on the fall docket.

Kay McChesney asked how the recommendation for a sixth faculty member will be approved.

Jim answered that the Provost must give approval for the sixth faculty member.

Jim asked what resources (non-personnel) will be needed to go forward.

Bill explained that bringing the training center to a higher level will be the next step. A faculty supervisor (not a GA) is needed 15-20 hours per
week. Bill suggested a NIA for a current faculty member or an adjunct could fill this role.

Allan asked where the growth is coming from for HDC.

Bill replied in the area of community and marriage and family counseling. Currently, there is not a job market for school counselors. Because of the growth in community counseling, it is important to make improvements to the training center. It is possible to offer counseling to the community by student counselors under the supervision of faculty. Doing so will provide clinical experience hours for students.

Jim asked if fees could be charged.

Bill replied yes.

Ann asked if insurance could be accepted.

Natalie explained that due to the nature of self-supporting funds at UIS, accepting payments from insurance would be impossible.

Holly commented that students are drawn to programs that offer strong practicum courses.

Jim asked what the potential cost would be for the training center.

Bill said he would consider and report later.

Jim said he needs a cost estimate for the grad counsel. Jim believes that the grad counsel will ask what costs can be recovered from fees.

Allan asked what is needed from Curriculum Committee.

Jim answered that a memo with a general statement of strengths and weaknesses. In the recommendation, indicate what is crucial to the program and also indicate whether or not the committee supports it. The committee should also show encouragement of the program’s strategies.

Allan asked if the recommendation to add a sixth faculty member a CACREP requirement.

Bill answered that CACREP recommends a 12:1 ratio.
Jim asked about the recommendation to arrange for National Counselor Exam (NCE) preparation workshops. Since, UIS is an approved testing site, do students pay a fee?

Holly answered yes.

Jim commented that NCE testing and workshops can be a part of the continuing education program being offered by UIS. Programs will be able to set fees as appropriate in order to cover overhead. Ray Schroeder has a calculator for setting fees and can offer assistance.

Natalie explained some of the rules associated with self-supporting funds. Jim added that Aaron Shures can also provide assistance.

Holly asked if the continuing education program is including supervision (CEUs).

Jim answered yes, as long as academic credits are not being given.

Allan suggested that we emphasize that such offerings are a public service and not only for HDC students.

Allan asked for a motion to accept the HDC program review and for the committee to write a memo.

Kay made the motion and Ann seconded.

The motion carried with none opposed.

C. HDC Proposal

Natalie asked why the HDC proposal is to transition to 61 credit hours when CACREP is requiring 60.

Holly answered that HDC requires a 1-credit hour closure, so the new HDC curriculum will exceed the CACREP requirement.

Holly went on to explain the proposal. Many Illinois programs have already moved to a 60-credit hour curriculum. Also, other states require more practicum hours in order to become licensed. Illinois requires 700 hours; surrounding states are requiring 1000 hours.

To reach 60 credit hours, HDC proposes to add courses in crisis intervention and social justice and advocacy. The social justice and
advocacy is something that competitors are not offering, which may give UIS an advantage.

Other changes include changing the name of the Community Counseling area of study to Clinical Mental Health Counseling in addition to renaming some courses (see Appendix C for a complete list).

Jim asked if practicum hours can be completed during the summer.

Ann answered no. There are too many hours required for a summer internship.

Holly and Ann explained the practicum requirements and the options for students that intend to earn more hours than the 700 hours that Illinois requires.

Allan asked if the HDC proposal needs to be reported to the Council on Professional Education.

Jim answered yes. It will be added to the April meeting’s agenda.

Candy said she found some typos that need correcting and reminded Holly that Course Approval/Change Forms will need to be submitted for all changes.

Holly agreed to submit the required forms at the next Curriculum Committee Meeting on April 26, 2012.

Allan asked for a motion to approve the HDC proposal’s conceptual framework, pending revisions and submission of all change forms.

Kay made the motion.

Allan seconded the motion and asked for further discussion.

Motion carried. None opposed.

III. Miscellaneous Business

None offered.
IV. Adjourn

Ann made a motion to adjourn the meeting.

Allan seconded.

Motion carried. None opposed.

Meeting adjourned at 11:45 am.

Next Meeting: Thursday, April 26, 2012, 10:30-12:00 p.m. in BRK 340